

~~CONFIDENTIAL~~

OEL 746-63

2 May 1962

MEMORANDUM FOR RECORD

SUBJECT: Mail Control and Handling

25X1A 1. In response to [REDACTED] request a meeting on the
above subject was held with [REDACTED] 25X1A
25X1A [REDACTED] and the undersigned.

2. The purpose of this meeting was to discuss and arrive
at a procedure for receiving, logging and disseminating all types
of incoming and outgoing correspondence concerning OEL. After
much discussion of the applicable Agency regulations and current
operating procedures, the following procedure was agreed to.
25X1A This will be presented by [REDACTED] to the Chief, Support Staff,
DD/R and the Chief, Staff, OEL for their approval prior to
implementation.

DD/R Registry: The DD/R Registry will receive, receipt,
log and transmit to OEL the following:

- (a) all incoming dispatches
- (b) top secret documents
- (c) all sensitive material handled via restricted channels.

OEL Information Control: The OEL Information Control will
receive directly (not via the DD/R):

- (a) cables from the Cable Secretariat

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- (b) teletypes and all other special (OCI) material
- (c) technical reports, intelligence periodicals and magazines
- (d) memoranda addressed to OEL

The DD/R Registry will receive and transmit without logging to OEL for necessary control and dissemination that mail received from the main Mailroom from non-CIA agencies.

25X1A 3. [REDACTED] did not appear to be in complete agreement with this procedure which was acceptable to all others.

25X1A [REDACTED]

Staff/OEL/DDR

Original - Chief, Staff

1 - OEL Registry

1 - OEL Chron

25X1A OEL/[REDACTED] bc:6911 (2 May 63)
(Reviewed in Draft)